

**Monroe County Early Intervention Program
Providers in Partnership (PIP) Meeting Minutes
March 23, 2011**

NYSEIS - Provider Questions

Cathy McMillan from HEG reviewed information from the last PIP Meeting.

Handouts were distributed:

- 1) Monroe Count EIP-Bill Summary Sheet-Discussion on how to submit, create voucher, summary sheet and KIDS billing system.
- 2) Steps to Find and Print "View" In NYEIS- Discussion on how to find, view and print invoice in NYEIS.. Please refer to the NYEIS User Manual and NYEIS tutorials.

Leisa Sabernick from Monroe County discussed the User Registration process.

- Some providers' NYEIS User Registrations requests were rejected by the State for any number of reasons (missing/incorrect HPN numbers, miss spelled names, wrong names (married/maiden) etc.
- Agencies with employees who provide direct services need to be entered as employees/contractors in NYEIS. It is very important to have the correct spelling of staff names. Click register and complete the mandatory fields, including SS#, license #, NPI # and the address of the employee (use provider agency address). Provider then emails NYEIS User Registration form to Leisa Sabernick (lsabernick@monroecounty.gov).
- The State has not confirmed whether an employee of an Agency needs to be assigned as the employee or as the Agency. County is waiting for confirmation/guidance.

Other NYEIS Topics

- There is inconsistent guidance from the Help Desk at CMA as some provider agencies were informed that they do not have to assign specific providers of service and that the provider agency was sufficient. Action item: AMS will call BEI re this.
- It is not clear how well the Help Desk staff understand the EI process, regs, etc. Feedback has already been given to CMA and BEI re.
- AMS will continue to prioritize the User Registration process and has continued to have conference calls, etc in communicating frequently re NYEIS with BEI. AMS will keep providers informed.
- Several providers expressed great concern re prolonged ability to pay staff d/t billing process is being update per BEI as a result of the NYS Budget. This was experienced a year ago by providers.
- Individual providers of service need to be approved by the state. Call Nancy Mabie at BEI or Leisa at Monroe County.
- Some edits can only be made by the Help Desk at CMA. If a provider calls them, they can do this over the phone.
- Service Authorizations: Providers need to check NYEIS on a daily basis

Break

Annual Reviews

Lisa Peterson, CPSE from Webster attended to discuss concerns and clarify practice issues.

1) 3 go 4:

- Some providers test every child annually using standardized testing. There is not consensus among providers and chairs as to whether conducting standardized testing on an annual basis is "best" practice. However, from NYSED perspective, it is not appropriate to list standardized testing as a procedure to evaluate the goal for every goal on a child's IEP. . Per conference call with State Ed, testing can be done as a procedure to evaluate a goal on the IEP. If the provider is assessing the goals through standardized testing then it must be on the IEP in order to be approved by the CPSE chair. If

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this is not on the IEP, then it has to go be approved by the CPSE for an Pre-school eval team to complete an eval and consent obtained from the parent.

- Lisa is working on ways to improve communication and practice with all CPSE chairs.
- How will a child's progress be measured? Answer: By observation and testing. Not every goal has a standardized test to measure it. If there are any questions, call the specific CPSE chair. If they expect standardized testing, they can amend the annual IEP. In Webster, Lisa expects standardized testing for all children.
- Parent signature on the IEP. The parent doesn't actually sign the IEP. If any part of the IEP needs to be changed, contact the CPSE chair.
- Confirming eligibility or declassifying child. Every annual meeting needs to determine eligibility. Standardized testing can be put as a procedure to evaluate a goal on the IEP.

2) 4 go 5:

- The IEP has to have standardized testing as a procedure.
- Determining eligibility or declassifying needs to be on the Child Outcome Summary form.
- Concern that the RCSD did not put testing on an IEP as a measurement for pre-school goals.
- Question re if Independent Providers need to do standardized testing. Lisa recommended that they call the individual CPSE chairs directly.
- Re CPSE chairs authorizing summer services before the child starts kindergarten in September. If a child is declassified in June but continues to have a significant concern (example just motor), Lisa will authorize through 8/15. This would be discussed at the annual meeting. Each CPSE chair will let the provider know if they will authorize summer services or not.
Action: AMS f/u with BS re specific concern

3) Confidentiality:

State Ed is under FERPA and not HIPPA. Some providers email report and others use fax. either way is fine.

Lisa announced that if there are further concerns, please let her and AMS know as there will be a CPSE chair meeting in the fall.

Intelligibility

When children are transitioning from EI to Preschool, there is some confusion in EI re what qualifies a child for Pre-school with articulation/intelligibility concerns. Some providers qualify a child in just articulation alone. Is this acceptable? There seems to be differences among CPSE chairs in how they address this. Also, CPSE chairs report that Service Coordinators say different things ("The child can't stay in EI anymore.") Also, if there is an outcome in EI which a child has not met yet, such as "I can't understand my child", the EI provider uses the clinical indicators which could qualify the child to stay in EI. Atypical development is understood to mean out side normal limits. It can be difficult to determine whether the child should be transitioning out of EI or not. Lisa suggested all CPSE chairs receive the EI MDEs from the SC's and the Transition Reports from the Provider(s) ASAP. Related topic surfaced re limited transition activities which the OSC's can bill for. Preschool Eval teams always do a social history.

Action item: Clarification re intelligibility will be sent out soon via email. BG sent out.

Request for change policy

Barbara Gorski- Request for change form is currently sent to the EIOD for children in KIDS. For children in NYEIS, this will go through the NYEIS process. Request for change form still needs to be completed by the provider and sent to the OSC and reviewed by the EIOD. If approved the start date does not occur until the EIOD sign off for approval and not before. The parent consent is also needed before changes in services can start.

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Medicaid Audit

Ann Marie would like to thank all of the Providers for their efforts re providing timely information and their excellent documentation. Monroe County did very well and only owed the state \$20,000.

Minutes submitted by D. Tetlow

Agenda moved to next PIP meeting:

Update: Executive Budge/EICC meeting, LEICC Meeting, Preschool Updates, Provider Updates

Next Meeting: **Wed, April 13, 1:30- 4:30 pm**, Mary Cariola Children's Center (use door #1),
1000 Elmwood Ave., Rochester NY 14620. 271-0761 x1464